

EMPL Technical Update 04.5

HOW TO ACCESS THE EMPL MONTHLY REPORTS

Beginning November 2003, DPA EMPL Support will no longer be printing, sorting, and sending monthly EMPL reports to agencies. These reports will be available only through INFOPAC. INFOPAC will allow each agency to request and print their agencies monthly EMPL reports. For a list of the available EMPL monthly reports, and what users are required to do, please go to www.colorado.gov/dpa/dhr/empl/docs/monthlyreports.pdf.

This new process is part of an initiative to streamline and automate the EMPL report process, which will benefit all agencies. Special ad-hoc reports may still be requested through EMPL Support at HR.Support@state.co.us.

To gain access to INFOPAC, each user must:

1. Complete an INFOPAC security request form, available at [www.colorado.gov/dpa/dfp/sco/Security/InfoPac Security Form.pdf](http://www.colorado.gov/dpa/dfp/sco/Security/InfoPac%20Security%20Form.pdf)
2. Complete INFOPAC training, which may be requested by calling the COFRS help line at (303) 866-6122.

If you have any questions on this process or need assistance, please email HR.SUPPORT@state.co.us.

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